

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: May 1, 2006 To: May 31, 2006

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
- ☒ Implementation Phase: Common Vision
- ☐ Implementation Phase
 - ☐ Project Initiation
 - ☐ Project Planning
 - ☐ Project Execution and Control
 - ☐ Project Closure

Complete
In Process

Phase Deliverable

Deliverables for the Common Vision phase are:

- Use cases (high level)
- Software development approach
- Data Model (high level)
- Data Dictionary (high level)
- Process Model (high level)
- Prototype
- Requirements Status
- Work Breakdown Structure and Schedule: Iteration 1 and beyond

Achievements

The TEMS Team has spent May developing a common vision for the system basics. To help us with this we are working on use cases and a prototype that describe and show how the human users and the computer system will interact. We have broken down the business functions into iterations. The implementation approach will be to build iterations separately and completely before starting the next iteration. The iterations are:

1. Travel: reimbursement requests, reimbursement approval, fiscal processing, accounting system interface, and basic reporting. The value of this iteration will be in ease of deployment, accessibility, and a re-hosting of the current Travel Voucher System functionality.
2. Pre-approval for Travel.
3. Reporting & Querying on Travel Data.
4. All the functions listed above for reimbursable expenses other than travel (includes requirements development)
5. Integration with HRMS (includes requirements development).

Objectives for the next reporting period & Deliverable Schedule

Continue work on the Common Vision.

- Process model (June 9)
- Use cases (June 16)
- Data model (June 30)
- Data dictionary (June 30)
- Software development approach (June 30)
- Prototype (July 20)
- Requirements status (July 20)
- Details for the iteration phases (July 20)
- Work breakdown structure and project schedule for implementation (July 20)

Schedule

See "Objectives . . ." section above.

Budget

The Common Vision phase should use about 800 hours of effort.

Issues

We found we were spending a lot of time describing our own visions and Team members were feeling frustrated because we had trouble visualizing other members' visions. To help us get through that issue we are building a prototype that works in conjunction with the use cases to give us an overall feel for how the users will conduct the business and administrative functions and a base idea what the product may look like.

Risks**Newly discovered or re-arisen, including Risk Severity Indicator**

No new risks at this time.

Progress Summary

Event		Effort			Schedule					
Milestone	Estimates	Actual (April 30, 2006)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000 (original) 3800 (revised)	3181	325	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	May 2, 2006
Common Vision	800	0	800	NA	May 1, 2006	NA	May 1, 2006	July 20, 2006	NA	NA